

## **Fundraising Officer Bruntsfield Primary School**

The Fundraising Officer will oversee the strategy for fundraising for BPS Parent Council & School. They will work in parallel with the Parent Council Events Co-ordinator to ensure all fundraising opportunities are maximised for the benefit of the school, parents and pupils.

Responsibilities include:

- Attend regular Parent Council meetings.
- Be the liaison with the school on requirement of funds and for what.
- Ensure there is governance and clarity on what is being funded for long and short term and bring transparency of the needs to parents/teachers.
- Identifies opportunities for new fundraising initiatives.
- Ensure the fundraising programme has a strategy, objective and clear annual target.
- Drive the fundraising strategy, timeline and communications on fundraising.
- Explore and implement processes and systems to optimise fundraising.
- Work with school, PC and Event Co-ordinator to plan key fundraising dates.
- Support the Events Co-ordinator on events, as needed.
- Review all fundraising public communications with PC Comms Officer.
- Provide periodic reports to the Parent Council regarding fundraising status.